

Competitive Proposal Narrative

1. **SUMMARY (5 points):** Provide a brief summary of the proposed project.
2. **NEED IDENTIFICATION AND CONSUMER INVOLVEMENT (10 points):** Explain how the need for the proposed project was identified, including how primary consumers had meaningful involvement in the process used to identify the need.
3. **RECOVERY (15 points):** Address how the project will support consumers in the recovery process. Explain how the project will address the values of Michigan's public mental health system to promote recovery and wellness; reduce stigma; facilitate access; seek support arrangements that facilitate independence, personal responsibility, and full participation in community life; and promote consumer choice.
4. **RURAL (20 points):** No separate narrative is required here. Projects that operate within a rural county will receive the points allocated.
5. **FORMATION OF AN INTERAGENCY TEAM TO END HOMELESSNESS (20 points):** Describe the firm commitment from the PIHP/CMHSP to take the lead on or participate in the formation of this team.
6. **SPECIFIC REQUIREMENTS (15 points):** Address all requirements listed.
7. **SUSTAINABILITY (15 points):** Describe the firm commitment from the PIHP/CMHSP that the services will continue after grant funds have ended. Describe how any positions for consumers funded under the proposal will remain in place after the grant period is over.
8. **COMMUNITY COLLABORATION (15 points):** Describe community collaboration and support in developing, planning, implementing, and monitoring the project. The goal of the collaboration is for consumers to be connected to services and supports needed to meet their needs. Proposals that involve collaboration with other community organizations must include letters of support that specifically describe what and how partners will contribute to ending homelessness, both in terms of human and financial commitment.
9. **STAFF SUPPORT (10 points):** Describe how the planned level of staff support was determined. Include position descriptions of key project personnel. Describe the knowledge and experience of key project personnel related to recovery, the target population, and the proposed intervention. Describe how peer specialists will be involved in the program. Address any requirement or priority for filling key positions with primary consumers.

10. WORKPLAN (15 points): No separate narrative is required here. The workplan will be reviewed for:

- clear description of the outcomes to be achieved by the project;
- clear goals statements and measurable objectives;
- timelines and assignment of responsibility for completion of objectives and activities for each quarter;
- the number of consumers who will be impacted;
- a description of the methods that will be used to evaluate the impact of the project, describing the use of data, and the involvement of consumers; and
- a description of how the results of the project will be shared with MDCH for possible dissemination throughout the state.

11. BUDGET AND BUDGET NARRATIVE (10 points): No separate narrative required here. The budget and budget narrative will be reviewed for:

- the level of funding requested is reasonable to achieve the proposed outcomes;
- proposed costs are aligned with project objectives, personnel needs and other resources required to complete project activities;
- proposed costs are identified as those needed specifically for this project and are not utilized to cover current program capacity; and
- line item costs are specified.